

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Travel by Government Officials, Including  
Foreign Travel

FROM:

William N. Hart  
Acting DDA  
7D-18 Hqs. *✓*

EXTENSION

NO.

DATE

22 DEC 1961

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

*JMC*  
DDCI  
7D-60 Hqs.

12/22

*X*

2.

3.

4.

DCI  
7D-60 Hqs.

12/23

*WJC*

5.

6.

~~DDCI~~

7.

~~DDO~~

8.

DDA BX-4

9.

10.

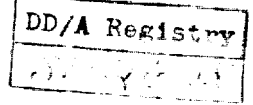
11.

12.

13.

14.

15.



THE WHITE HOUSE

WASHINGTON

December 16, 1981

81-9502

MEMORANDUM FOR THE HEADS OF

81-4720

EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Travel by Government Officials,  
Including Foreign Travel

Few government expenditures are more annoying to taxpayers than travel by government officials when the travel appears not to be necessary. I recognize that most of the \$4 billion spent each year for travel by government employees, military dependents and patients at Veterans Administration hospitals is necessary and fully justified. However, there are repeated instances of travel by government officials that raise questions, both as to whether all the travel really is essential and whether the official involved should be away from his usual place of work at the time of the travel. This is particularly true in the case of foreign travel.

As we discussed at a recent Cabinet meeting, I would like to have each of you review the travel policies and practices of your department or agency and report back to me on steps that you have taken to assure that excessive travel does not occur. Please forward a report on your department's efforts to reduce excessive travel to Craig Fuller. The report should cover both foreign and domestic travel. Each department should address the following areas:

1. Documentation of the purpose for trips.
2. Review to determine reasons for more than one person traveling to a particular event.
3. Review to determine the degree to which a trip is devoted to official business versus personal business/pleasure.
4. Explanation of why resort meetings which may involve unnecessary costs and raise legitimate questions of unnecessary expenditures cannot be avoided.
5. Review of the extent to which meetings and conferences are funded by contracts and grants.

I would like to have your report on the findings from your review and the changes you are making in policies and practices by December 30, 1981.

A handwritten signature in dark ink, appearing to read "Ronald Reagan".

# EXECUTIVE SECRETARIAT

## Routing Slip

TO		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/ICS		X		
4	DD/NFA		X		
5	DD/A	X			
6	DD/O		X		
7	DD/S&T		X		
8	GC		X		
9	LC				
10	IG		X		
11	Compt		X		
12	D/PA				
13	D/EE0		X		
14	D/Pers		X		
15	D/ExStf				
16	AO/DCI		X		
17	Chm/NIC		X		
18	D/OPP		X		
19					
20					
21					
22					
SUSPENSE		28 December			
		Date			

### Remarks:

Please prepare response for DDCI's signature as Acting DCI.

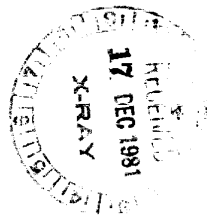
Executive Secretary

17 Dec 81

Date

THE WHITE HOUSE

Approved For Release 2006/12/12 : CIA-RDP84B00890R000800100023-6



The Honorable William J. Casey  
Director of Central Intelligence  
Washington, D.C. 20505

Approved For Release 2006/12/12 : CIA-RDP84B00890R000800100023-6